e-CEE

Client User Manual

for SIRIM

Consignment Laboratory
Electrical & Electronics 2 Section
Testing Services Department
SIRIM QAS International SDN BHD,
SIRIM Complex, No.1, Persiaran Dato' Menteri, P.O Box 7035,
Section 2, 40700, Shah Alam, Selangor Darul Ehsan, Malaysia

Table of Contents

1.0 Login Screen.....3
2.0 eCEE Account Registration (Register as New Customer / Importer) 5
3.0 Menu Bar 8
4.9 Consignment Test Application.....9
5.0 List of Applications and Application Status.....20
6.0 Search.....22
7.0 Company Profile.....23
8.0 User Profile.....24
49 consultant Profile 25
10. Consultant as Applicant 26

INTRODUCTION

e-CEE is a web-based Online Consignment Services Application Processing System designed to manage the online application and processing of applications for Consignment Services. There are 2 types of client users :-

Company

Consultant (applying for Consignment Test on behalf of Company)

This manual explains the usage of this system for both Client Users.

1.0 Login Screen

The URL for the log in screen is http://e-cee.sirim.my. Please ensure you are using Microsoft Explorer to view the screen.

Existing clients can enter username and password to login. New Clients must register an account with system before proceeding with Consignment Test application. For new clients, click on Register As New Customer / Importer to create new account and register Company.

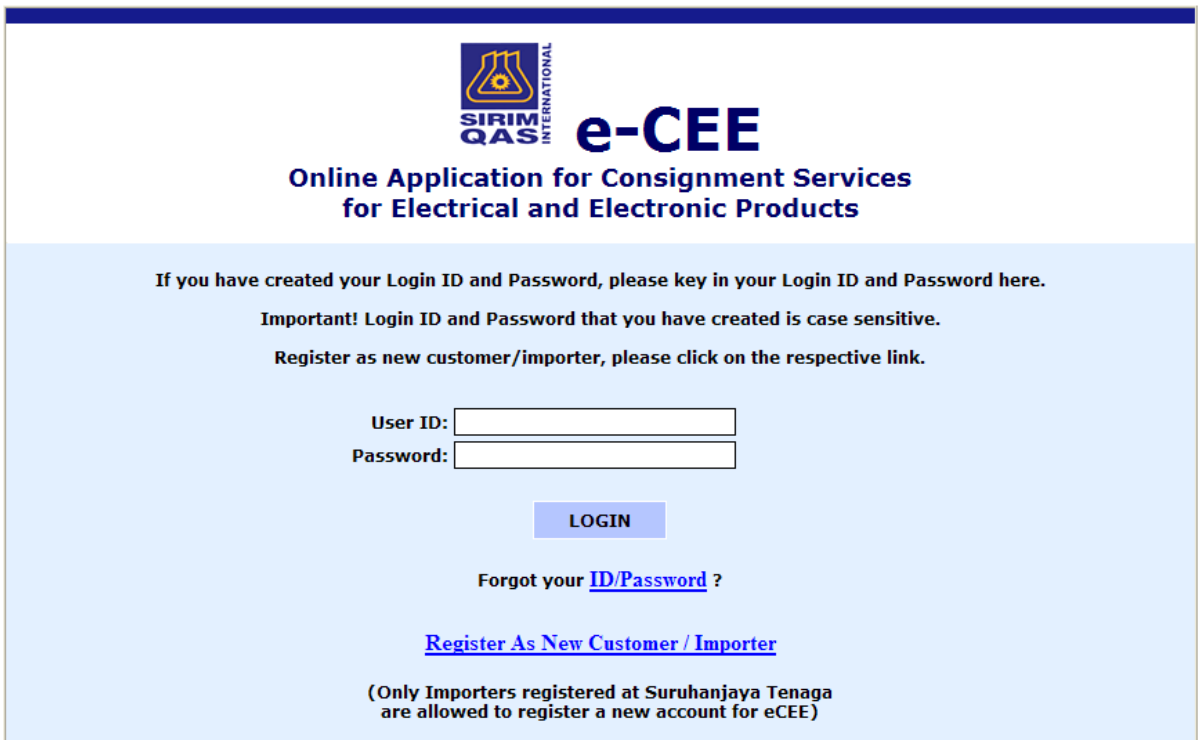

e-CEE
Online Application for Consignment Services
for Electrical and Electronic Products
If you have created your Login ID and Password, please key in your Login ID and Password here.
Important! Login ID and Password that you have created is case sensitive.
Register as new customer/importer, please click on the respective link.
User ID:
Password:
LOGIN
Forgot your ID/Password ?
Register As New Customer / Importer
(Only Importers registered at Suruhanjaya Tenaga
are allowed to register a new account for eCEE)

Figure 1.0 : e-CEE Login Screen

1.1 Forgot ID/Password

Enter Email address to receive forgotten username or password information via email.

e-CEE
Online Application for Consignment Services
for Electrical and Electronic Products
Forgot Your UserName/Password?
Enter you Email to receive your UserName/password
Your Email must be registered under SIRIM QAS.
Email :
Submit

Figure 1.1 : e-CEE Password Recovery Screen

2.0 eCEE Account Registration (Register as New Customer / Importer)

2.1 Client Type : Only Importers approved by Suruhanjaya Tenaga (ST) are allowed to register a new account for eCEE.

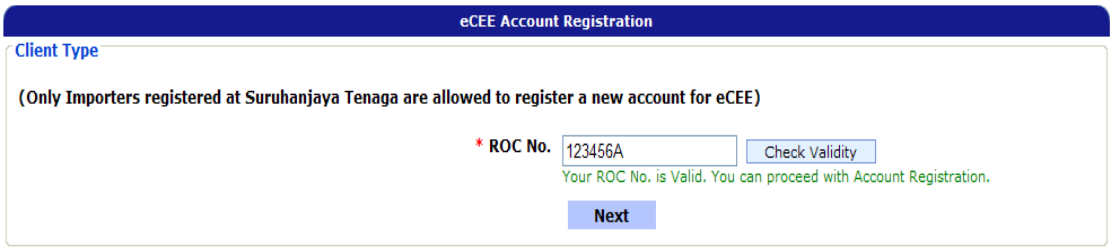

eCEE Account Registration
Client Type
(Only Importers registered at Suruhanjaya Tenaga are allowed to register a new account for eCEE)
* ROC No.
123456A
Check Validity
Your ROC No. is Valid. You can proceed with Account Registration.
Next

Figure 2.1 :* eCEE *Account Registration Screen

2.1.1 Importer must enter Company ROC No. and click on Check Validity to check if Importer is registered with ST.

2.1.2 If ROC No. is valid (exists in ST), click **Next** to proceed with account registration. A remark highlighted in green will display, indicating ROC No. is valid :

[Your ROC No. is valid. You can proceed with Account Registration.]

2.1.3 If ROC No. already has an account that exist with eCEE, the following remark will display in red *:*

[This ROC No. is already registered with SIRIM. Please use existing login details to access eCEE.]

2.1.4 The following remarks displayed, highlighted in red, indicate that importer cannot proceed with account registration.

2.1.4.1 *[Your ROC No. does not exist in ST database. Kindly confirm with ST.]* OR

2.1.4.2 *[Failed connecting to ST. Please try again later.]*

2.2 Login Information

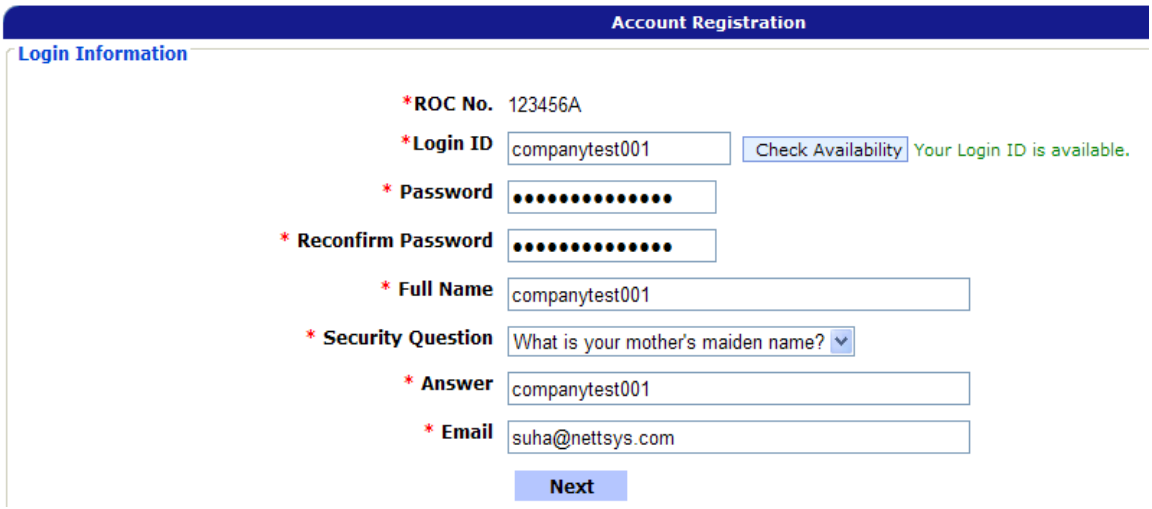


Figure 2.2 : eCEE Account Registration Enter Login Information Screen

2.2.1 Enter required login information.

2.2.2 Click on Check Availability to check if Login ID (UserName) is available. If not available, provide new login ID.

2.2.3 Click on **Next**. Under Login Tab, the login details is displayed and is editable. You can also change the Password.

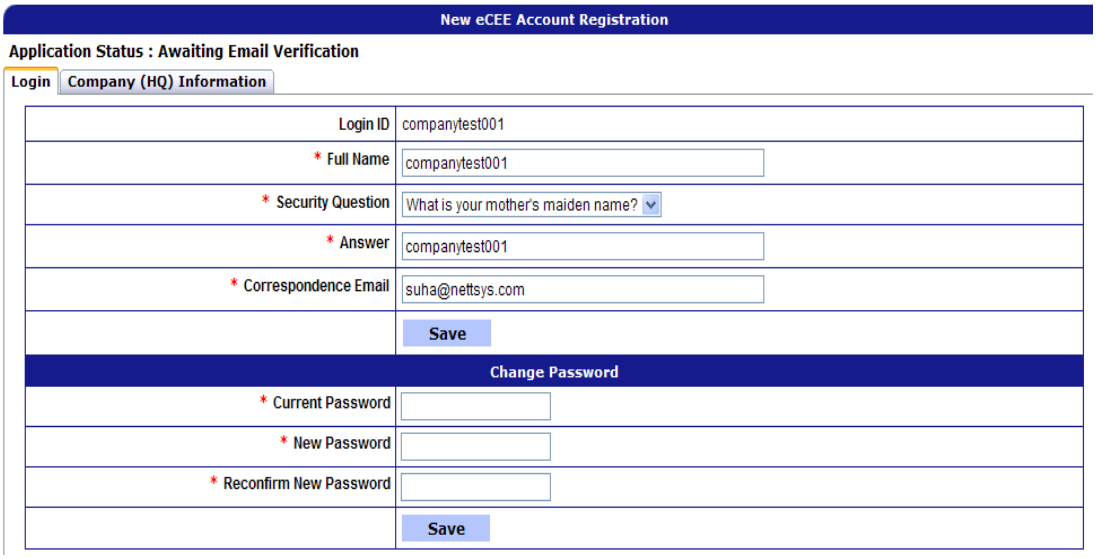


Figure 2.2.3 : eCEE Account Registration Login Information Screen

2.3 Company Information

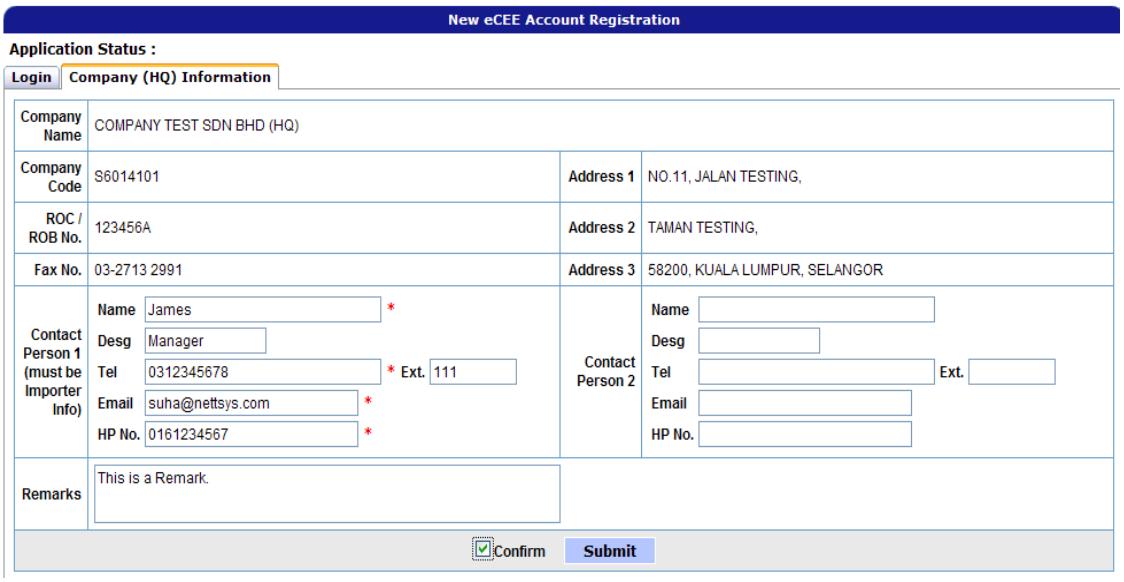


Figure 2.3 : eCEE Account Registration Company(HQ) Information Screen

2.3.1 Under 'Company (HQ) Information' Tab, company information from ST is displayed on screen (same info as in ST).

2.3.2 Enter mandatory details for Contact Person Information (as indicated with *).

2.3.3 Complete the eCEE Account Registration by checking 'Confirm' to confirm information on screen. Click on **Submit** to Submit registration.

2.3.5 Upon submission, Application Status will display as *'Awaiting Email Verification'.*

2.5.3 An email notification requesting for account activation will be sent to Importer's correspondence email. Importer must view email and click on Activate to validate authenticity of correspondence email provided earlier.

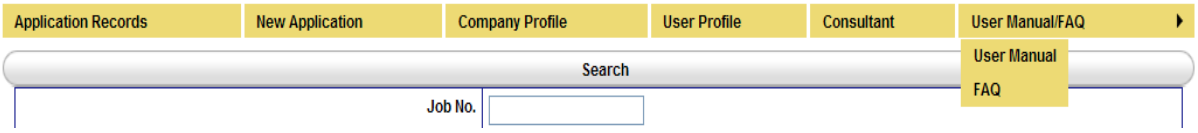
2.5.4 Importer will automatically be directed to client screen. Importer can view login and company details but is not allowed to make any amendments after submission.

2.5.5 Application Status will display as *'Application Awaiting Verification & Approval'*. SIRIM will proceed to Verify and Approve account registration.

2.5.4 Once account registration is Approved by SIRIM, Importer's account will be activated and Importer will be notified via email. Proceed to login to eCEE with Username and Password created.

3.0 Menu Bar

After Company Registration has been Approved, importer can view and have access to the following screens. Point to the main menu, and click on sub menu to access to particular screen.



3.1 The Menu Bar above is explained as follows :-

3.1.1 Application Records : List of applications created / submitted.

3.1.2 New Application : Consignment Test Application Form.

3.1.2 Company Profile : Company and Branch Information displayed.

3.1.3 User Profile : List of users and their information displayed.

3.1.4 Consultant : List of Consultants whose services are requested by Importer (if any).

3.1.5 : User Manual / FAQ : eCEE User Manual / Guide / FAQ.

4.0 Consignment Test Application

The Consignment Test Application Form is used to apply for Consignment Test for electrical and electronic products that require testing before they can proceed with COA Application at ST. This Form consists of the following sections to be filled by Importer:-

4.1 New Consignment Test Application

4.1.1 Company Information

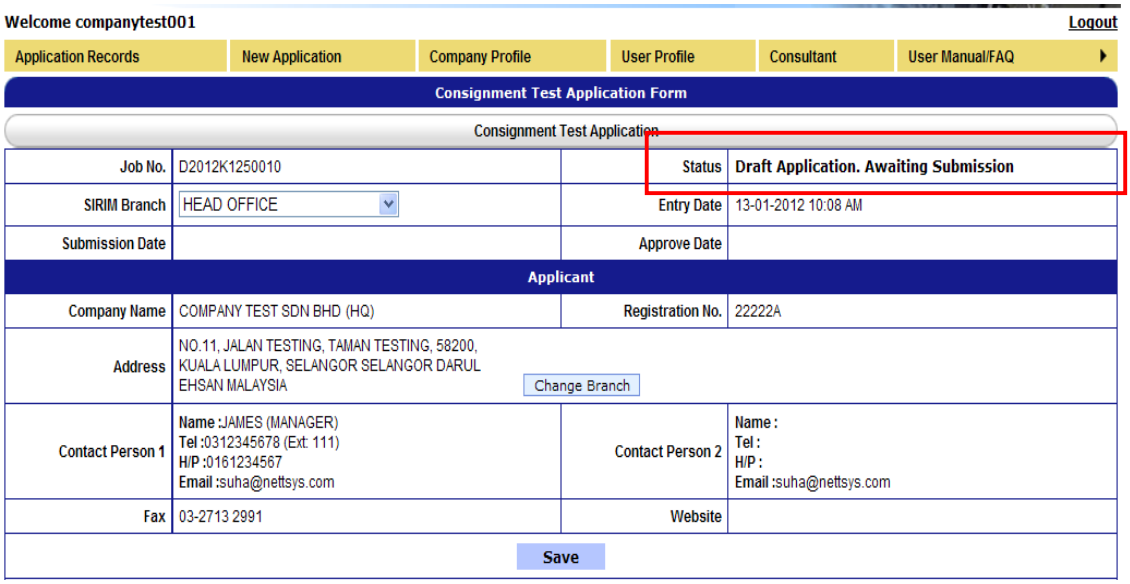


Figure 4.1.1: Consignment Test Application Form Applicant Information

4.1.1.1 Select SIRIM Branch where application is to be processed (mandatory).

4.1.1.2 Applicant can choose to change company branch address by clicking on Change Address.

4.1.1.3 Click on Save to save changes.

4.1.1.4 Application Status is displayed as : *'Draft Application. Awaiting Submission'*

Status of application changes according to different processing stage of application. Check the status of application regularly.

4.1.2 Product Information

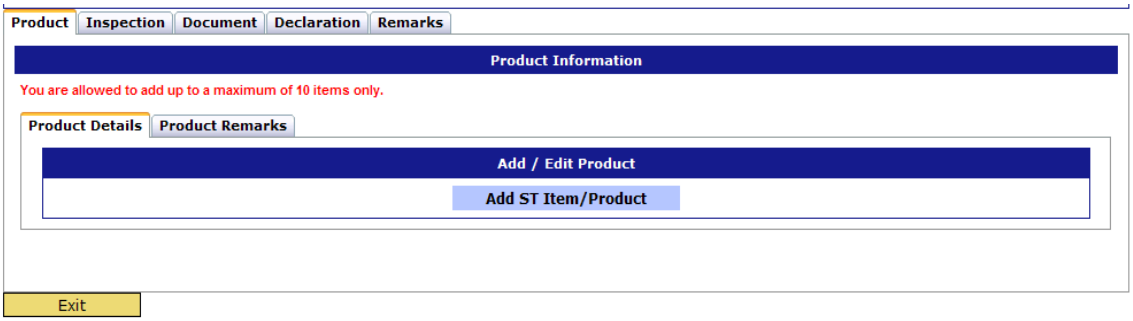


Figure 4.1.2 : Consignment Test Application Form Product Information

4.1.2.1 Click on **Add ST Item/Product** to select Product / Item (from ST) for Consignment Text.

4.1.2.2 A popup window will appear as shown below. Enter (optional) ANY ONE of the following details and click on Search to search for a SPECIFIC item :-

a.) Approval Code
b.) Item Name
c.) COA No.

Figure 4.1.2.2 : ST COA Product/Item.

4.1.2.3 The Item searched will display as shown below. Select the relevant item/product, enter Quantity and click on Save Selection.

Figure 4.1.2.3 : List of ST Product per COA No.

4.1.2.4 Alternatively, to display list of ALL Items in list, clear all search textbox and click on Search, as shown below :-

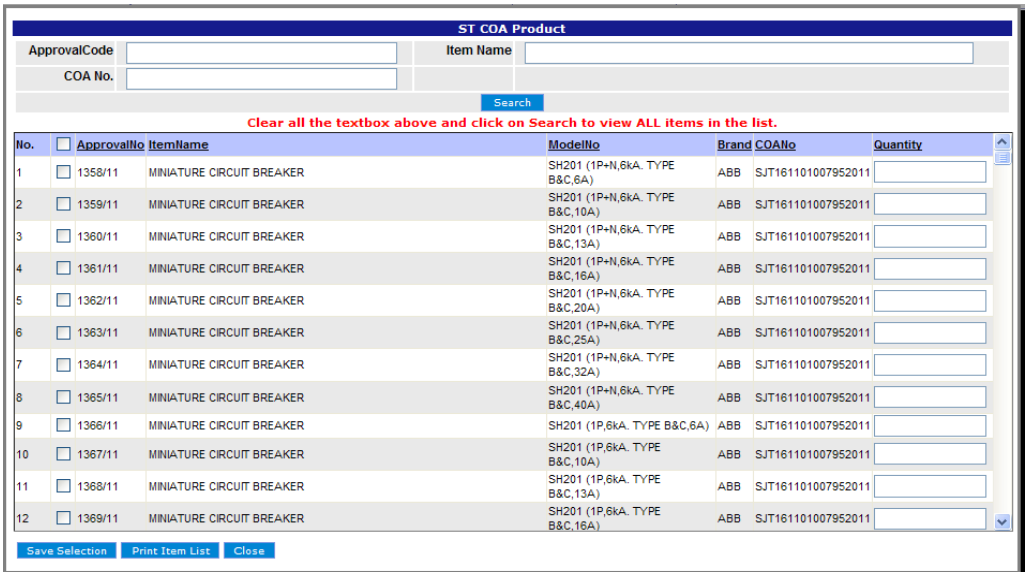

ST COA Product
ApprovalCode
Item Name
COA No.
Search
Clear all the textbox above and click on Search to view ALL items in the list.
No.
ApprovalNo
ItemName
ModelNo
Brand
COANo
Quantity
1 1358/11 MINIATURE CIRCUIT BREAKER SH201 (1P+N,6kA. TYPE B&C,6A) ABB SJT161101007952011
2 1359/11 MINIATURE CIRCUIT BREAKER SH201 (1P+N,6kA. TYPE B&C,10A) ABB SJT161101007952011
3 1360/11 MINIATURE CIRCUIT BREAKER SH201 (1P+N,6kA. TYPE B&C,13A) ABB SJT161101007952011
4 1361/11 MINIATURE CIRCUIT BREAKER SH201 (1P+N,6kA. TYPE B&C,16A) ABB SJT161101007952011
5 1362/11 MINIATURE CIRCUIT BREAKER SH201 (1P+N,6kA. TYPE B&C,20A) ABB SJT161101007952011
6 1363/11 MINIATURE CIRCUIT BREAKER SH201 (1P+N,6kA. TYPE B&C,25A) ABB SJT161101007952011
7 1364/11 MINIATURE CIRCUIT BREAKER SH201 (1P+N,6kA. TYPE B&C,32A) ABB SJT161101007952011
8 1365/11 MINIATURE CIRCUIT BREAKER SH201 (1P+N,6kA. TYPE B&C,40A) ABB SJT161101007952011
9 1366/11 MINIATURE CIRCUIT BREAKER SH201 (1P,6kA. TYPE B&C,6A) ABB SJT161101007952011
10 1367/11 MINIATURE CIRCUIT BREAKER SH201 (1P,6kA. TYPE B&C,10A) ABB SJT161101007952011
11 1368/11 MINIATURE CIRCUIT BREAKER SH201 (1P,6kA. TYPE B&C,13A) ABB SJT161101007952011
12 1369/11 MINIATURE CIRCUIT BREAKER SH201 (1P,6kA. TYPE B&C,16A) ABB SJT161101007952011
Save Selection
Print Item List
Close

Figure 4.1.2.4 : List of ALL ST Items/Product

4.1.2.5 Click on Print Item List to print list of ALL items from ST in pdf format. (optional – for reference purpose).

4.1.2.6 The selected item will display in table (grid view) form, under 'Product Information' section as shown below.

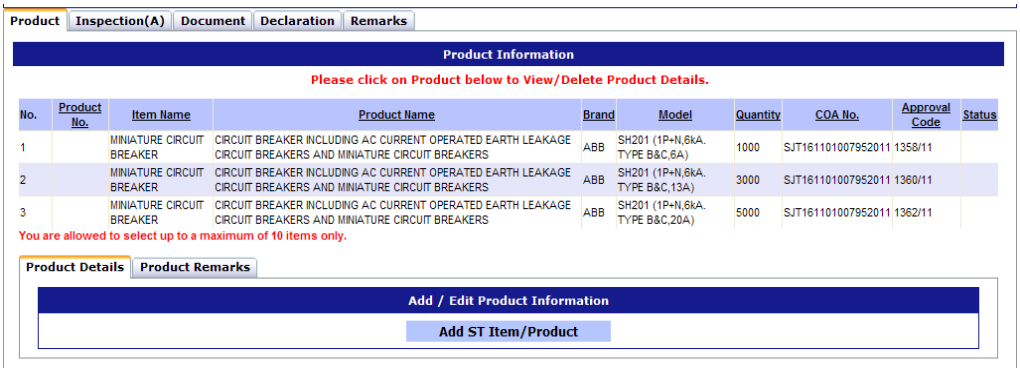


Figure 4.1.2.6 : List of Items/Products selected for Consignment Test

4.1.2.7 Click on each row on the table to view and edit details of each product. (row is highlighted in blue when clicked).

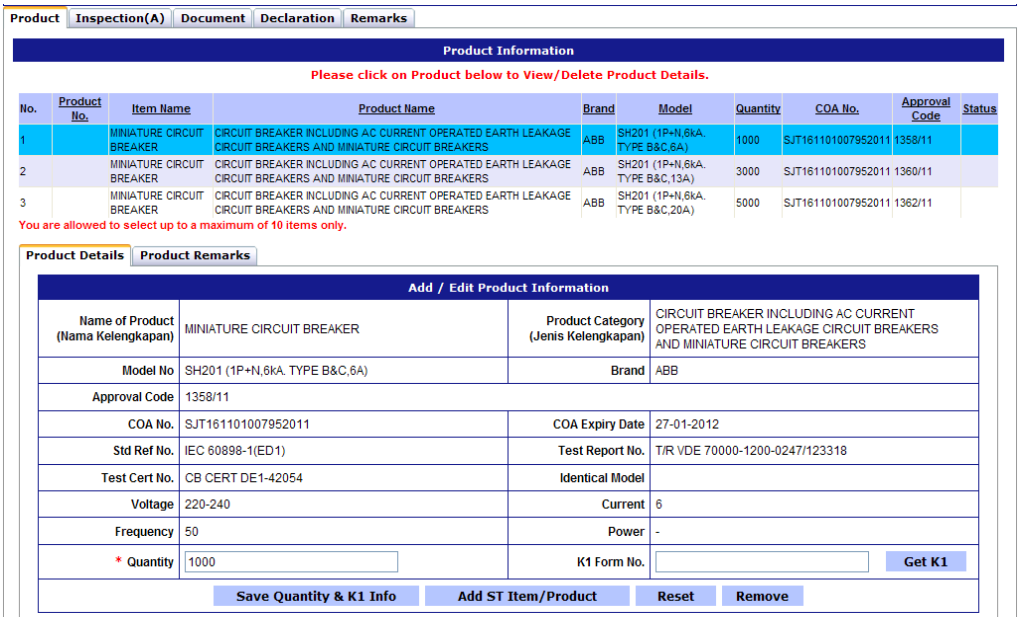
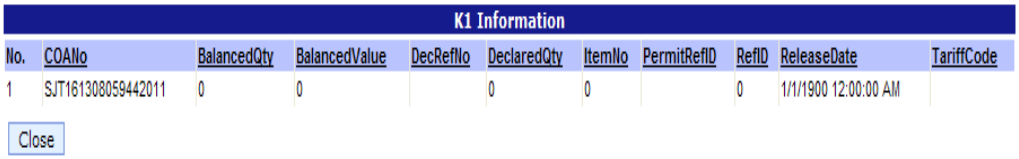


Figure 4.1.2.7 : Add /Edit Product Information (Quantity & K1 Form No.)

4.1.2.8 Click on **Save Quantity & K1 Info** to modify/edit Quantity info, or to enter K1 Form No. The other information displayed is not allowed to be modified.

4.1.2.9 Click on **Add ST Item/Product** to select more Product / Item for Consignment Text. Only 10 items are allowed per application.

4.1.2.10 Click on **Get K1** to view K1 information attached to selected COA No. An example of K1 information is shown below.



K1 Information

No.	COANo	BalancedQty	BalancedValue	DecRefNo	DeclaredQty	ItemNo	PermitRefID	RefID	ReleaseDate	TariffCode
1	SJT1613080594420 11	0	0		0	0		0	1/1/1900 12:00:00 AM	

Close

Figure 4.1.2.10 : K1 Information

4.1.2.11 Click on **Reset** to hide 'Add/Edit Product Information' section.

4.1.2.12 Click on **Remove** to remove any of the item/product from the selection.

4.1.3 Inspection Information

4.1.3.1. For first time users of e-CEE, client must save Company Information (Refer to 4.1.1 above) first, before saving inspection information. The following note is displayed on Inspection Tab screen.

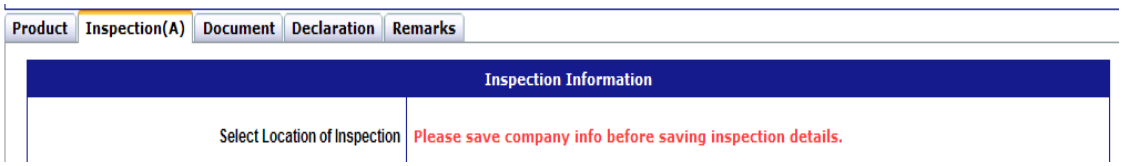


Figure 4.1.3.1 : Consignment Test Application Form Inspection Information

4.1.3.2 Click on 'Inspection Location Master List' link, as shown below.

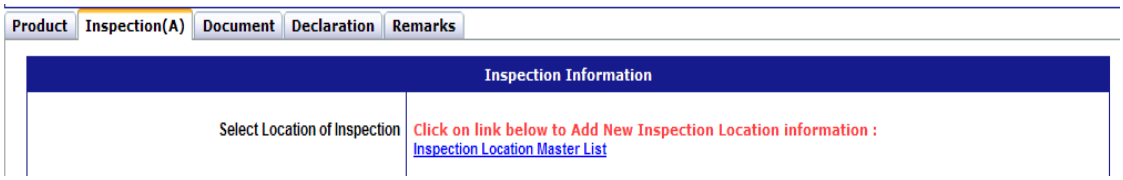


Figure 4.1.3.2 : Add New Inspection Location

4.1.3.3 A popup window will appear as shown below. Enter new Inspection Location details.

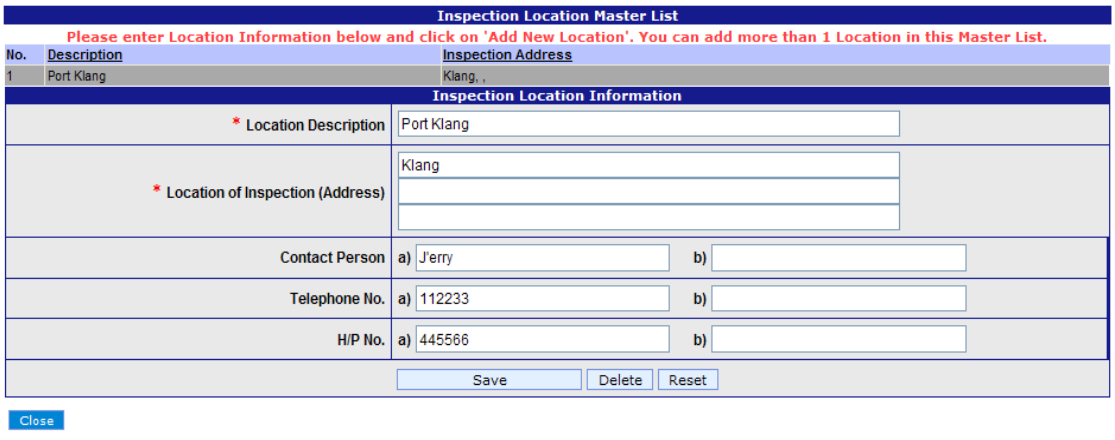


Figure 4.1.3.3 : Inspection Location Master List

4.1.3.4 Close pop up window. Select Location of Inspection from dropdownlist as shown below.

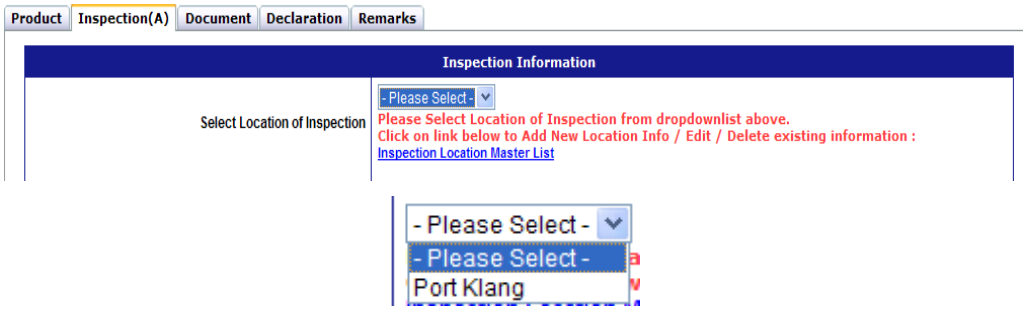


Figure 4.1.3.4 : Select Location of Inspection

4.1.3.5 Location details selected will display as shown below. Enter expected date and time and click on **Save** to save details. Please Add ST Product first (Refer to 4.1.2 above), before saving Inspection information.

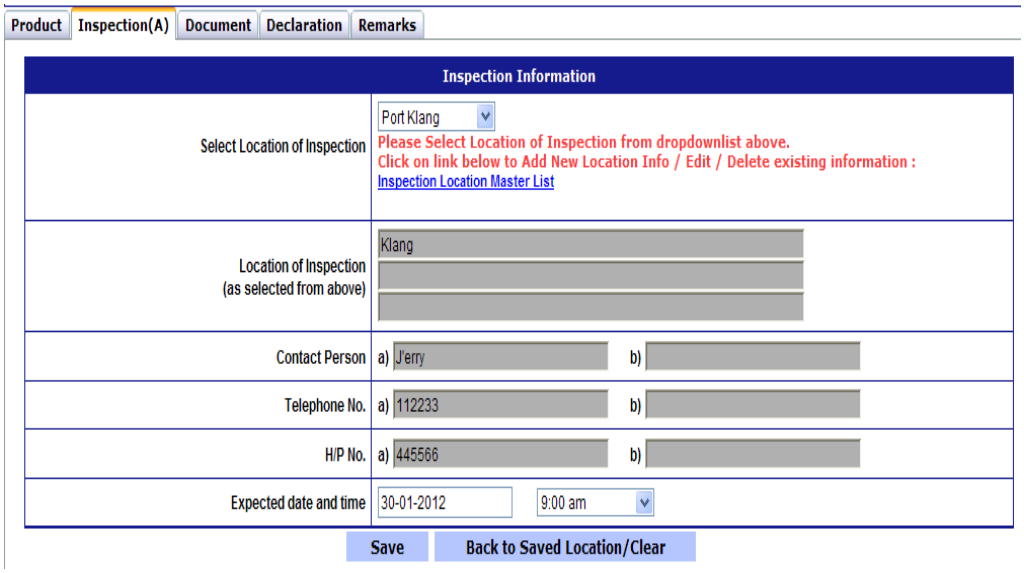


Figure 4.1.3.5 : Consignment Test Application Form Inspection Information

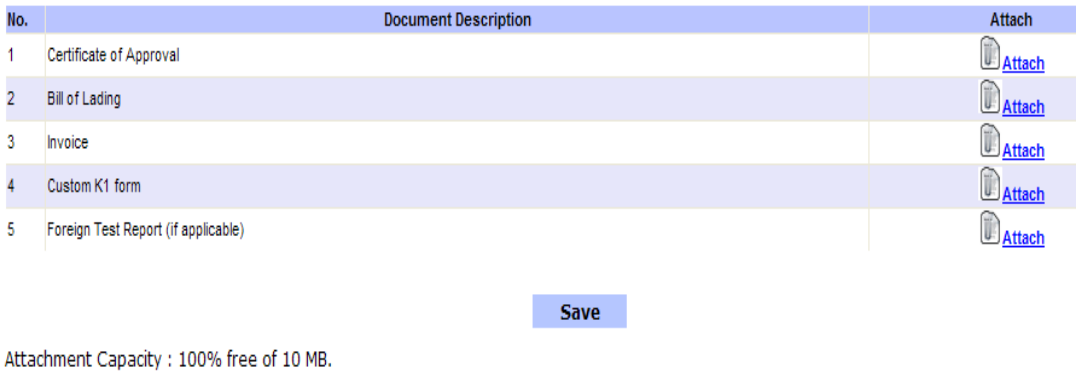
4.1.3.6 To change Inspection Information, select a different Location from dropdownlist and click on Save to save Location details.

Click on Back to Saved Location/Clear to default to inspection location already saved or to clear location information selected.

Please note that you MUST select location from dropdownlist provided. You are not allowed to enter information in the areas highlighted in grey. Please select a different location and click on Save to change Inspection Information. If location not available in dropdownlist, please click on 'Inspection Location Master List' link provided to enter new location details.

4.1.4 Document Attachment

4.1.4.1 Attach relevant supporting documents (optional) for the application as shown below :-



No.	Document Description	Attach
1	Certificate of Approval	Attach
2	Bill of Lading	Attach
3	Invoice	Attach
4	Custom K1 form	Attach
5	Foreign Test Report (if applicable)	Attach

Save

Attachment Capacity : 100% free of 10 MB.

Figure 4.1.4.1 : Consignment Test Application Form Document Attachment

4.1.5 Declaration

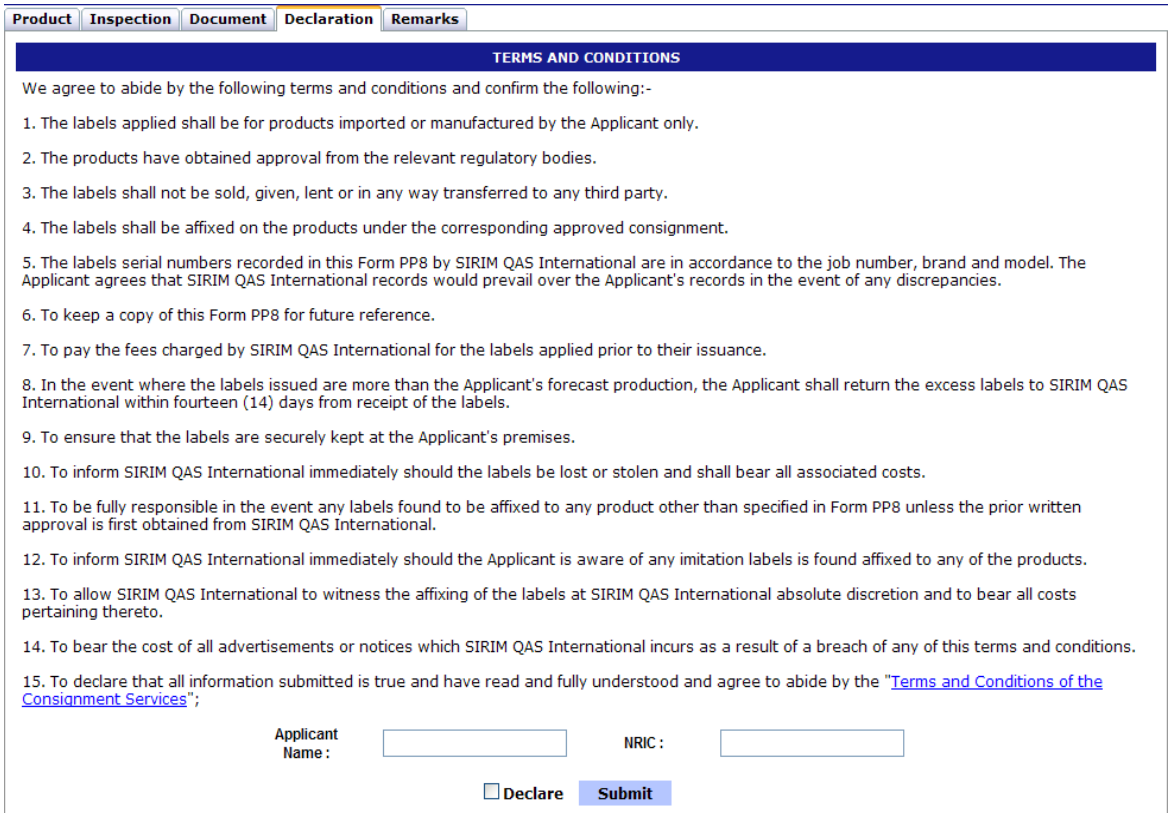

Product
Inspection
Document
Declaration
Remarks
TERMS AND CONDITIONS
We agree to abide by the following terms and conditions and confirm the following:-
1. The labels applied shall be for products imported or manufactured by the Applicant only.
2. The products have obtained approval from the relevant regulatory bodies.
3. The labels shall not be sold, given, lent or in any way transferred to any third party.
4. The labels shall be affixed on the products under the corresponding approved consignment.
5. The labels serial numbers recorded in this Form PP8 by SIRIM QAS International are in accordance to the job number, brand and model. The Applicant agrees that SIRIM QAS International records would prevail over the Applicant's records in the event of any discrepancies.
6. To keep a copy of this Form PP8 for future reference.
7. To pay the fees charged by SIRIM QAS International for the labels applied prior to their issuance.
8. In the event where the labels issued are more than the Applicant's forecast production, the Applicant shall return the excess labels to SIRIM QAS International within fourteen (14) days from receipt of the labels.
9. To ensure that the labels are securely kept at the Applicant's premises.
10. To inform SIRIM QAS International immediately should the labels be lost or stolen and shall bear all associated costs.
11. To be fully responsible in the event any labels found to be affixed to any product other than specified in Form PP8 unless the prior written approval is first obtained from SIRIM QAS International.
12. To inform SIRIM QAS International immediately should the Applicant is aware of any imitation labels is found affixed to any of the products.
13. To allow SIRIM QAS International to witness the affixing of the labels at SIRIM QAS International absolute discretion and to bear all costs pertaining thereto.
14. To bear the cost of all advertisements or notices which SIRIM QAS International incurs as a result of a breach of any of this terms and conditions.
15. To declare that all information submitted is true and have read and fully understood and agree to abide by the "Terms and Conditions of the Consignment Services";
Applicant Name :
NRIC :
Declare
Submit

Figure 4.1.5 : Consignment Test Application Form Declaration

4.1.5.1 Complete the Consignment Test application with the Declaration section and Submit Application. Enter Applicant Name (name of person filling in application form details) and IC No, and click on **Submit** to Submit application (mandatory.)

4.1.5.2 Applications not declared or submitted will be saved as 'Draft' and are still editable. Application already submitted cannot be modified (Submit button disappears upon successful submission).

4.1.5.3 Importer must regularly check their email for notifications or login to system and check for application status updates.

4.1.6 Remarks

There are 2 different sections for Applicant to enter Remarks, as follows :-

a.) Application Remarks

4.1.6.1 ***Application Remarks by Applicant :*** Applicant can enter any general remarks regarding application, to notify SIRIM. This section is optional. Alternatively, Applicant can call SIRIM directly for any inquiries.

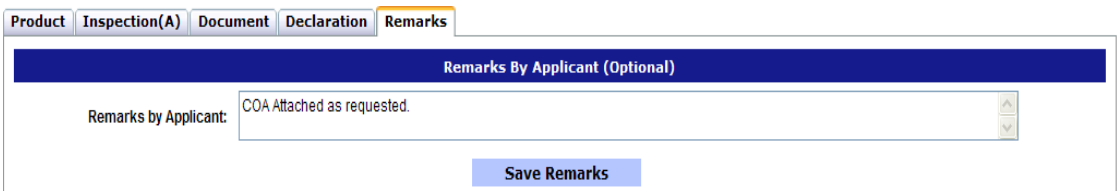


Figure 4.1.6.1 : Application Remarks by Applicant

4.1.6.2 ***Application Remarks by SIRIM :*** Any Remarks sent by SIRIM will be displayed under 'Remarks by SIRIM', as shown in figure 4.1.6.2 below. Applicant will also receive an email notification, when remarks are sent by SIRIM. Login to system to view remarks and take further action.

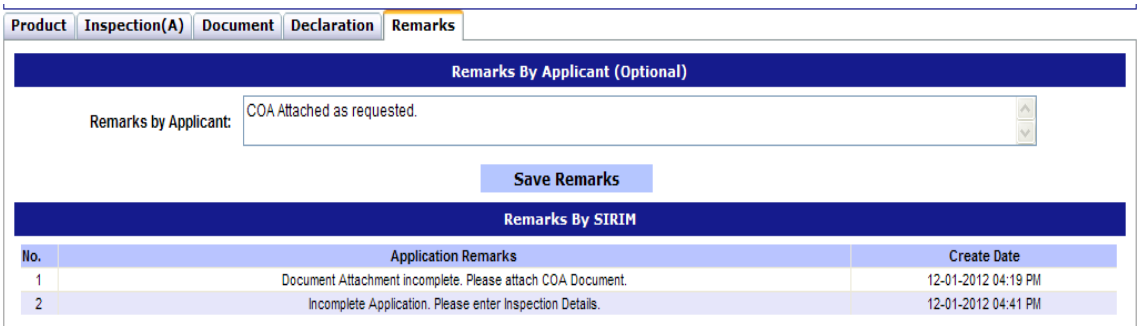


Figure 4.1.6.2 : Application Remarks by SIRIM (for Applicant)

a.) Product Remarks

4.1.6.3 ***Product Remarks by Applicant :*** Applicant can select product and enter any remarks regarding product, to notify SIRIM. This section is optional. Alternatively, Applicant can call SIRIM directly for any inquiries.

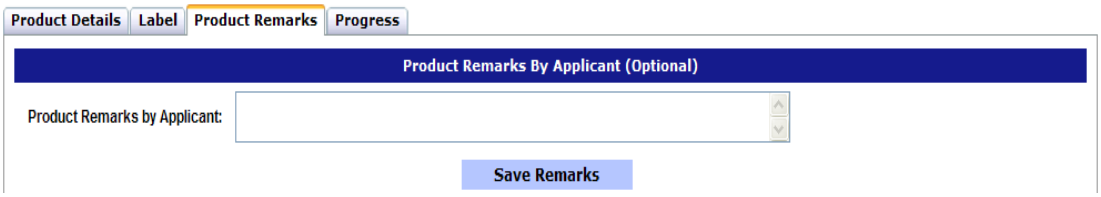


Figure 4.1.6.3 : Product Remarks by Applicant

4.1.6.4 ***Product Remarks by SIRIM :*** Any Remarks entered by SIRIM during application processing, will be displayed under 'Product Remarks by SIRIM', as shown in figure below. Login to system to view remarks and take further action.

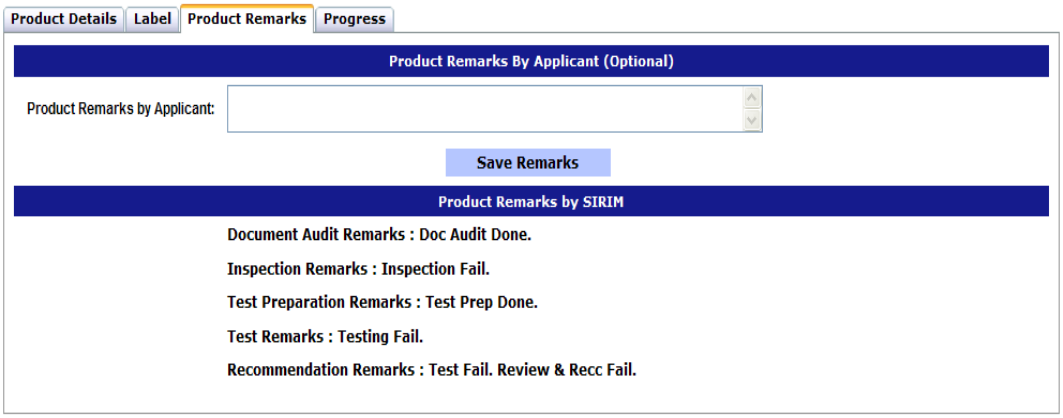

Product Details
Label
Product Remarks
Progress
Product Remarks By Applicant (Optional)
Product Remarks by Applicant:
Save Remarks
Product Remarks by SIRIM
Document Audit Remarks : Doc Audit Done.
Inspection Remarks : Inspection Fail.
Test Preparation Remarks : Test Prep Done.
Test Remarks : Testing Fail.
Recommendation Remarks : Test Fail. Review & Recc Fail.

Figure 4.1.6.4 : Product Remarks by SIRIM (for Applicant)

5.0 List of Applications and Application Status

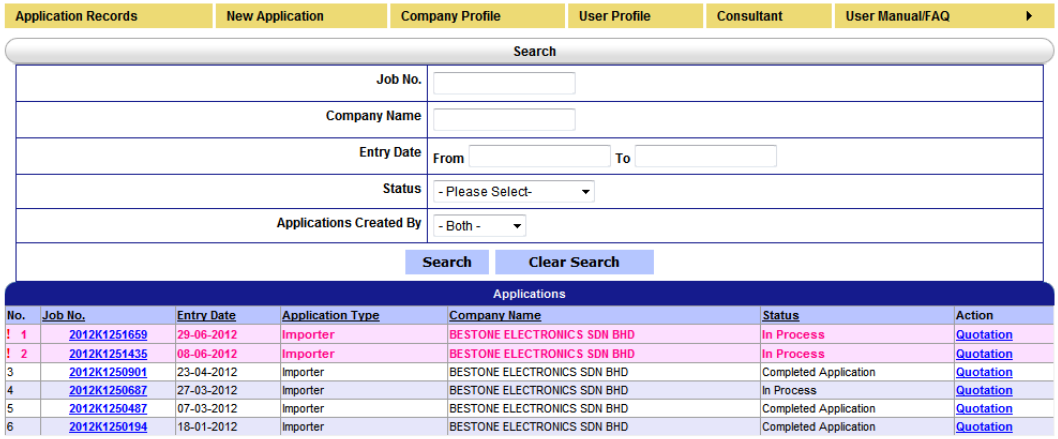

Application Records
New Application
Company Profile
User Profile
Consultant
User Manual/FAQ
Search
Job No.
Company Name
Entry Date
From
To
Status
- Please Select-
Applications Created By
- Both -
Search
Clear Search
Applications
No. Job No. Entry Date Application Type Company Name Status Action
1 2012K1251659 29-06-2012 Importer BESTONE ELECTRONICS SDN BHD In Process Quotation
2 2012K1251435 08-06-2012 Importer BESTONE ELECTRONICS SDN BHD In Process Quotation
3 2012K1250901 23-04-2012 Importer BESTONE ELECTRONICS SDN BHD Completed Application Quotation
4 2012K1250687 27-03-2012 Importer BESTONE ELECTRONICS SDN BHD In Process Quotation
5 2012K1250487 07-03-2012 Importer BESTONE ELECTRONICS SDN BHD Completed Application Quotation
6 2012K1250194 18-01-2012 Importer BESTONE ELECTRONICS SDN BHD Completed Application Quotation

Figure 5.0 : e-CEE Application List Main Screen

This screen displays the list of Applications submitted by Importer, their status and current action on each application.

5.1. 'Status' displays the current processing stage of each application.

5.2 Under 'Action', Click on Edit to edit DRAFT application details before submitting, or click Quotation to view pdf version of Quotation (if available) and proceed to make payment.

5.3 Click on each individual application, (for e.g 2011K0001), to view Application Form details.

5.4 Status of each application explains the different processing stage that the application is currently in, and its description is displayed at the top right of the Application Form.

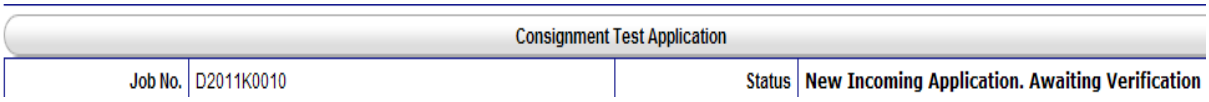
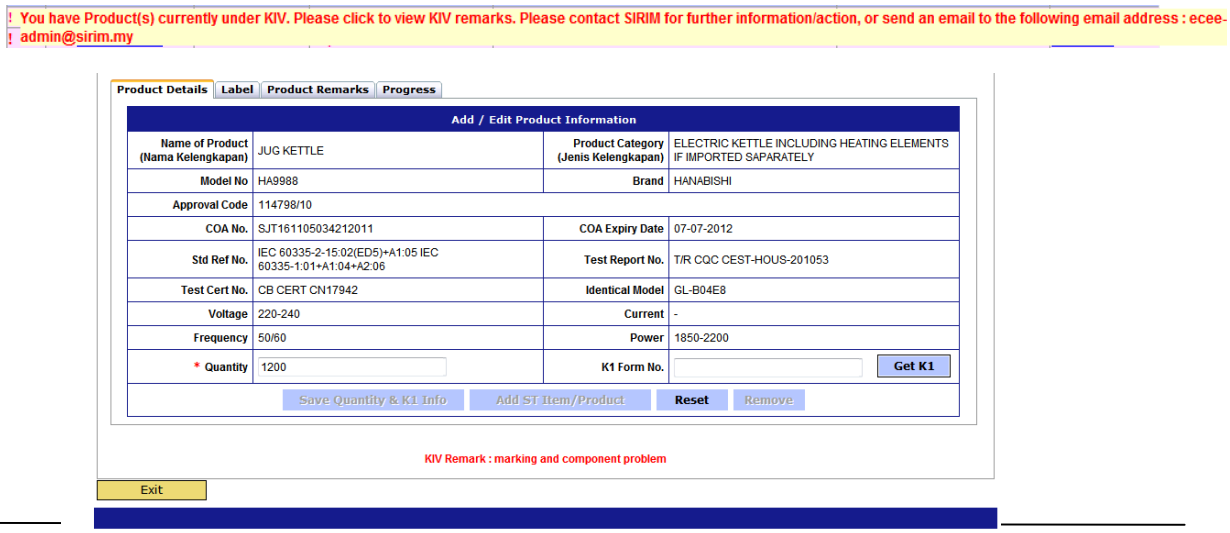


Figure 5.4 : e-CEE Application List Main Screen

Status / Processing Stage	**Action**	**Application Status (Description)**
Draft	Edit	**Draft Application. Awaiting Submission** Applications that are not submitted yet and are still editable. Client can click on Edit to edit application details before submission.

Incoming Application		**New Incoming Application. Awaiting Verification** Application already submitted and cannot be edited. Awaiting verification by SIRIM.
Verification	Quotation	**Application Receive by Officer. Awaiting Generation of Job No.** Application awaiting verification and preparation of Quotation.
Quotation	Quotation	**Job No. Generated, Awaiting Quotation & Payment** Application successfully verified and Awaiting Quotation. Click on Quotation to view pdf version of Quotation. Client can proceed to make payment.
In Process	Quotation	**Application In process** Application is currently being processed by SIRIM. Quotation link Quotation remains.
Completed Application	Quotation	**Application Completed** Quotation link Quotation remains.

5.5 Application with product kept in KIV is highlighted in pink. Click the job no to see the KIV remark and contact SIRIM for further information.



6.0 Search

This screen allows Client Users to search for existing applications by entering relevant information in text field.

Figure 6.0: Search Application

6.1 Client can search based on Job No, Entry Date, Category, and Status.

7.0 Company Profile

This screen allows client to view and its company / branch information as retrieved from ST, including :-

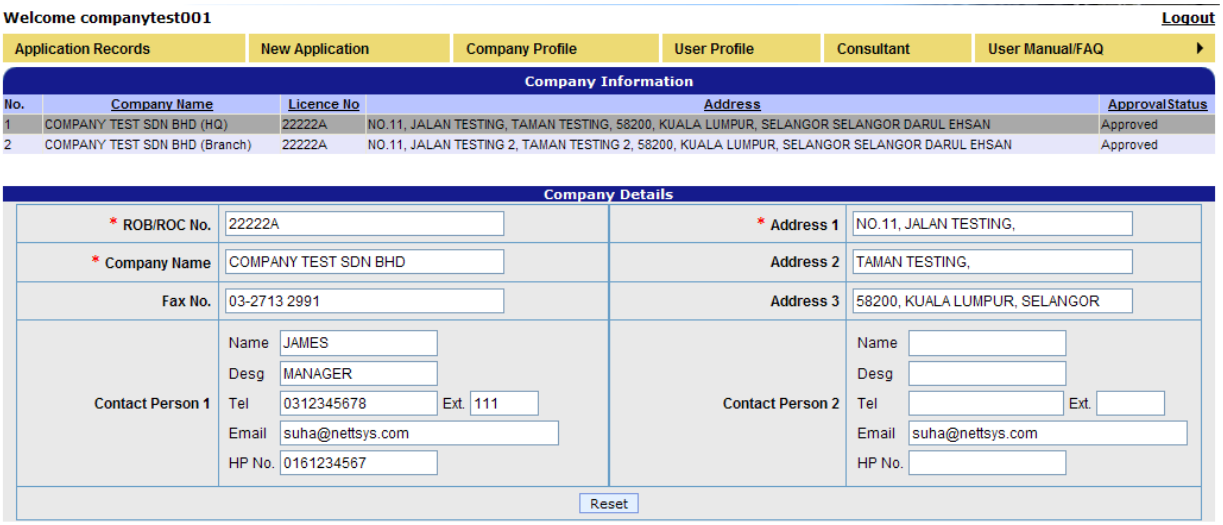


Figure 7.0: Company Profile Screen

7.1 Company List displayed includes Company HQ and its Branches. Click on Company (row) to view and edit its details.

7.2 Click on Reset to clear textbox.

7.3 Any updates on company information should be done at ST. Latest update at ST will be reflected at eCEE.

8.0 User Profile

This screen allows importer to manage different users across many of its company branches, including:-

View and edit user details;

Add/Delete users;

Search for existing users

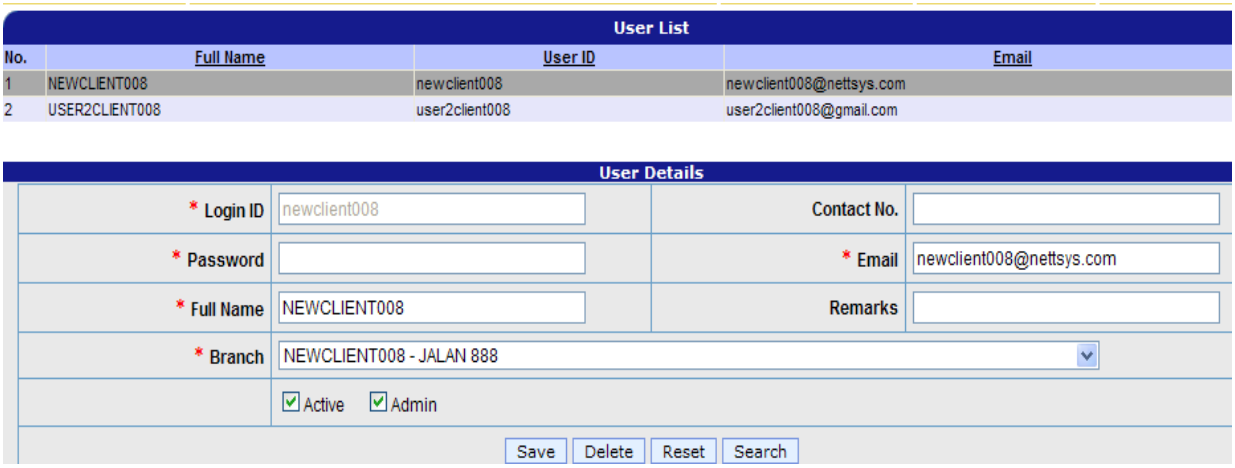


Figure 8.0 : User Profile Screen

8.1 User List displays all users that have access to e-CEE within the company organization and Branches.

8.2 Only Admin can decide to Add, Delete, or Modify User details.

8.3 Enter User details, and select the branch (or HQ) where user is located. The dropdownlist below only displays list of branches already approved by SIRIM.

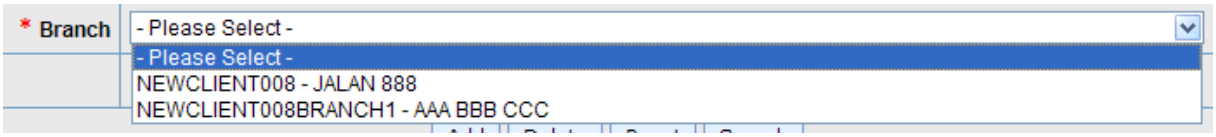


Figure 8.3 : User Profile Branch List

8.4 Tick 'Active' to activate user account and tick 'Admin' if user is Administrator.

8.5 Click on Add to Add new user.

8.6 Click on User (Row) to view and edit its details.

9.0 Consultant Profile

9.1 Importer (client users) can also allow Consultants to apply for Consignment Test on behalf of them.

9.2 Consultant must contact SIRIM and provide necessary details / documents (e.g letter of agreement between Consultant and Importer). SIRIM will register an eCEE account and 'Add Consultant' as authorized agent for Importer.

9.4 Under Consultant Profile, Importer can view list of authorized Consultants that can apply for Consignment Test on behalf of Importer (Consultant already added to eCEE by SIRIM).

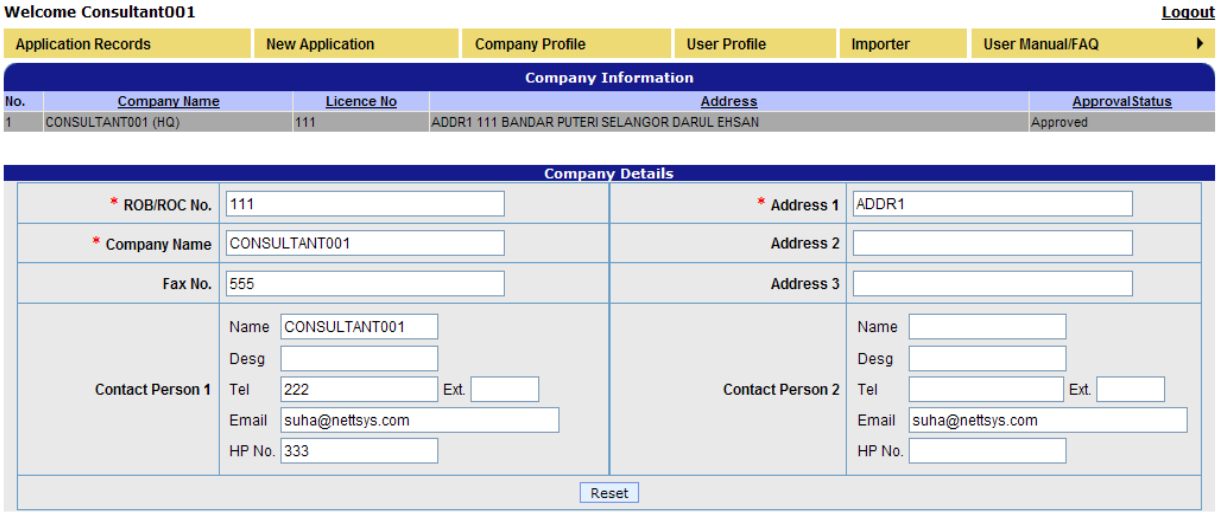


Figure 9.0 : Consultant Profile Screen

9.6 Company can choose to terminate the services of any of its Consultants by requesting SIRIM to remove Consultant from List of authorized Consultants.

10. Consultant as Applicant

Consultant can apply for Consignment Test on behalf of Companies, but they must be pre-registered with SIRIM.

10.1 Consultant Registration

10.1.1 Consultant registration can ONLY be done by SIRIM.

10.1.2 Consultant must contact SIRIM and provide necessary details / documents (e.g letter of agreement between Consultant and Importer). SIRIM will register and create an eCEE account for Consultant. Once this is done, Consultant will receive an email notification with login details from SIRIM.

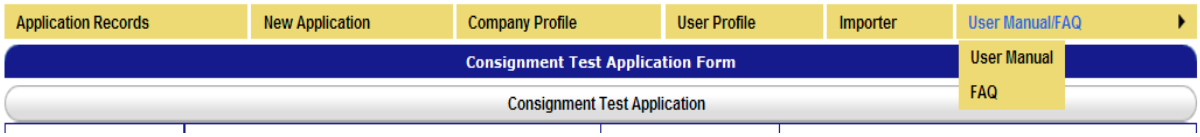
10.1.3 SIRIM will then 'Add Consultant' as authorized agent for Importer. Consultant will receive another email notification informing that Importer has been added for Consultant. Consultant can now begin Consignment Test Application.

10.2 Consultant login & Menu Bar

10.2.1 After SIRIM has registered Consultant with eCEE, an email notification with login information will be sent to Consultant.

10.2.2 Login to eCEE using login details provided in email.

10.2.3 Consultant can view and have access to the following screens. Point to the main menu, and click on sub menu to access to particular screen.



10.3 Consultant's Company Profile (same as 7.0 above)

10.3.1 This screen allows client to view its company / branch information.

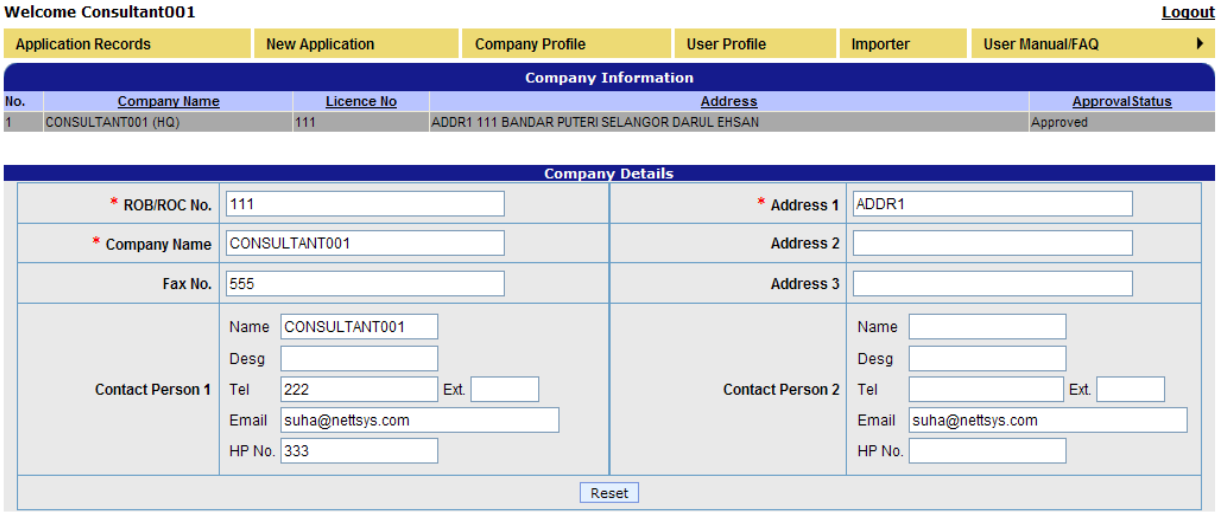


Figure 10.3.1 : Consultant Company Profile Screen

10.3.2 Company List displayed includes Company HQ and its Branches. Click on Company (row) to view and edit its details.

10.3.3 Click on Reset to clear textbox.

10.3.4 Contact SIRIM to update any relevant details.

10.4 Consultant's User Profile (same as 8.0 above)

This screen allows consultants to manage different users across many of its branches, including:-

View and edit user details;

Add/Delete users;

Search for existing users

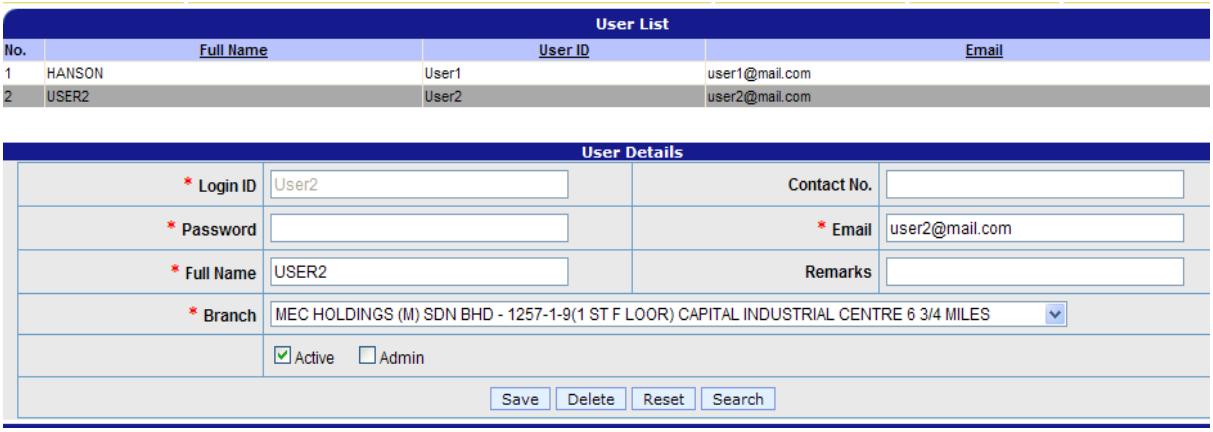


Figure 10.4 : Consultant User Profile Screen

10.4.1 User List displays all users that have access to e-CEE within the company organization and Branches.

10.4.2 Only Admin can decide to Add, Delete, or Modify User details.

10.4.3 Enter User details, and select the branch (or HQ) where user is located. The dropdownlist below only displays list of branches already approved by SIRIM.

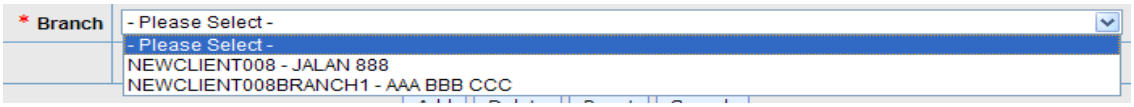


Figure 10.4.3 : Consultant User Profile Branch List

10.4.4 Tick 'Active' to activate user account and tick 'Admin' if user is Administrator.

10.4.5 Click on Add to Add new user.

10.4.6 Click on User (Row) to view and edit its details.

10.4.7 Click on Delete to Delete selected Company Branch (row).

10.4.8 Click on Reset to clear textbox. Click on Search to search for User from User List.

10.5 Importer / COA Holder Profile

10.5.1 This screen displays list of all importers (companies) who have acknowledged and added Consultant to their list of authorized Consultants (see 9.0 above). This means, Company has given Consultant permission to apply for Consignment Test on their behalf whenever necessary.

Consultant can ONLY apply for Consignment Test for importers ADDED to the list below.

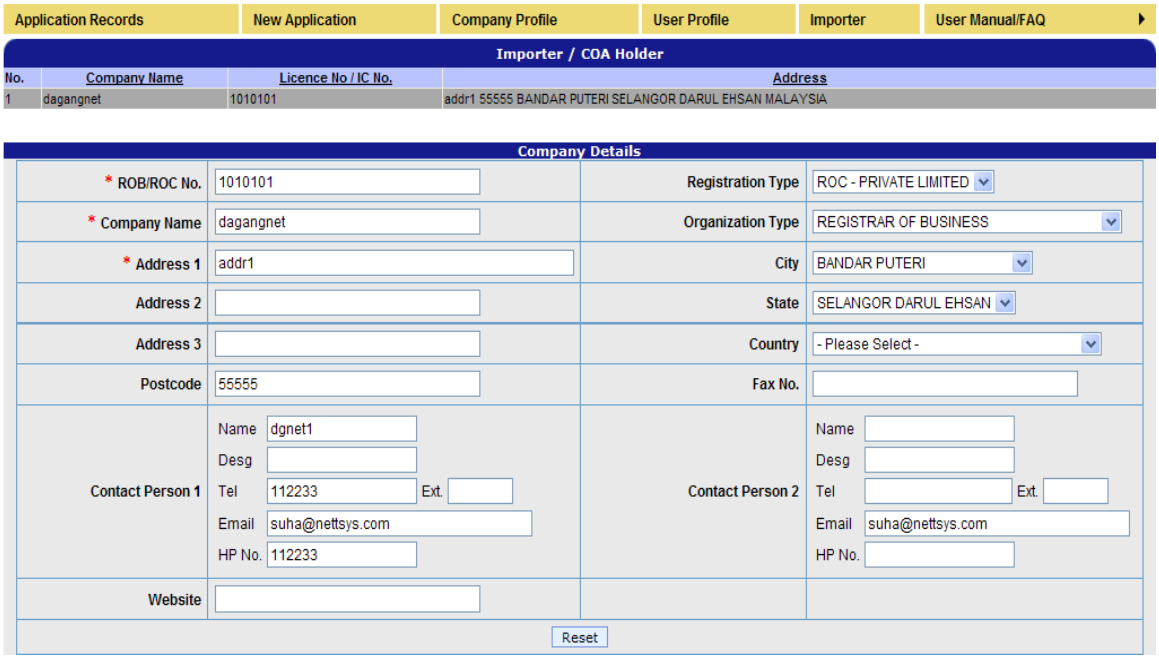


Figure 10.5 : Consultant Importer/COA Holder List

10.6 Consultant Applying for New Consignment Test

10.6.1 Login to system and select New Application in Menu Bar.

10.6.2 Since steps for application process is the same as application done by Company, (see No 4.0 above), please follow steps in 4.0 above.

10.6.3 Consultant can apply for Consignment Test under Consultant's name (as Applicant).

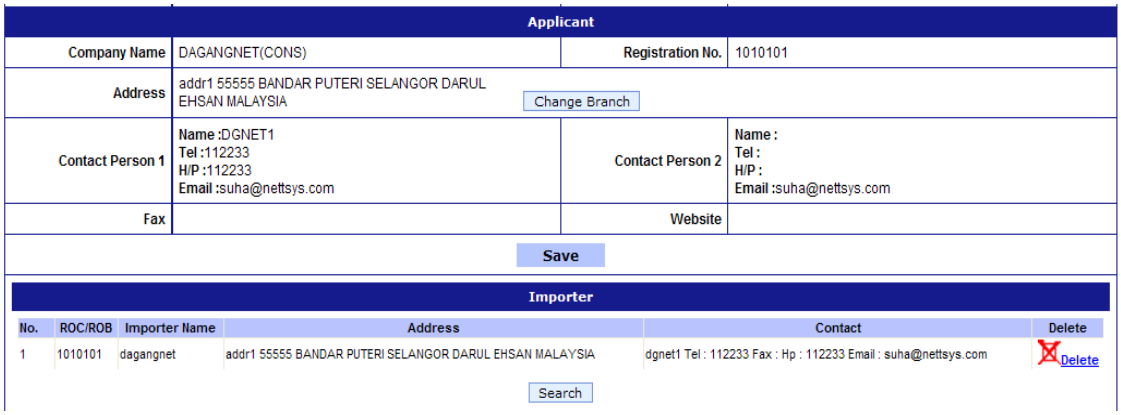


Figure 10.6.3 : Consignment Test Application with Consultant as Applicant on behalf of Importer (COA Holder)

10.6.4 Click on Search to Add Importer (to select which Importer the application is done for). Consultant can only view list of Importers who acknowledge them as their Consultants (see 9.0 above).

Figure 10.6.4 : Consultant Importer/COA Holder List

10.6.5 Proceed with application by following steps in 4.0 above. Since steps for application process is the same as application done by Company, (see No 4.0 above), please follow steps in 4.0 above.

10.6.6 Consultant can view and search list of applications submitted and their status (see 5.0 and 6.0 above).